

Technology Skills – 3rd Grade

All Third Grade students will experience the following key skills with assistance as needed:

Basic Operations and Concepts

Vocabulary

- Use standard technology vocabulary to identify computer and audiovisual hardware
- Use standard and appropriate computer terminology
- Identify parts of the desktop/front-end screen
- Communicate using related vocabulary (save as and insert)
- Recognize icons and their functions

Care and Maintenance

- Develop proper care and handling of technology hardware and software
- Keep work areas clean and free of food/drink, dust and magnets
- Use hands only to manipulate or operate hardware

Computer Skills

- Activate computer for use
- Use CD ROMs independently (load, play and store)
- Use programs independently (start, use, quit)
- Name and save a document
- Use Save As appropriately
- Print a document
- Use keyboard shortcuts (Control C(copy) & V(Paste)).

Social, Ethical and Human Issues

Social Responsible Use

- Collaborate with other classmates as a team members.
- Respect other's work and workspace.
- Demonstrate appropriate behavior when using equipment.

Ethical Responsible Use

- Give credit to authors or list URL
- Observe locally established policies and procedures for acceptable use of resources.
- Paraphrase; avoid plagiarism.

Productivity Tools

Keyboarding

- Sit appropriately at the computer.
- Locate keys with correct fingering
- Perform beginning touch typing
- Use letters, numbers, backspace/delete, alt/option, return/enter, caps lock, cursor/arrow and spacebar.
- Develop proper use of the space bar, punctuation and shift keys.

Use a word processor

- Change font, size, style, color and alignment of text
- Select, insert and Delete text
- Begin to cut, copy and paste text
- Introduce the use of a spell checker
- Place text and graphics together
- Create short writing pieces

Graphics

- Insert a graphic from a graphic library found within a program with some teacher direction.
- Use graphic tools to create or modify a graphic
- Begin to select and deselect a graphic
- Begin to manipulate a graphic.

Research Tools

Curriculum Related Software - Use grade appropriate software to support and enhance curriculum

Information Access and Use

- Begin to use technology resources to locate information with adult help.
- Locate books by searching the online catalog by author, with assistance.
- Locate primary level information in multi-media reference (a general electronic encyclopedia) with adult assistance.
- Using local guidelines, cite the sources of information used, with adult assistance.

Communication Tools

Multimedia Tools and Presentations

- Name and use basic paint and drawing tools (ex. KidPix tools)
- Begin to operate instructional equipment in the classroom, media center, and computer lab, with teacher assistance

- Begin to use multimedia CD-ROMs with teacher assistance
- Begin to develop the use of storyboarding.
- Begin to use a multimedia presentation product which includes graphics, and sound capabilities..

Problem Solving and Decision Making Tools

Visual Literacy

- Plan project/use a storyboard
- Use color, text styles and sound that compliment the overall project
- Name and use paint and drawing tools.
- Insert text and graphics into pre-constructed template or original stack or document
- Expose to use of peripherals and software to acquire media (scanner, digital camera)
- Record, playback and import sound into stack or slide
- Navigate within multimedia.